

PERSONAL INFORMATION

Arsim Fidani

Date of birth 09/07/1985

WORK EXPERIENCE

August 2018 –September 2019

Head of unit for coordination, programming, monitoring and evaluation of the IPA

Ministry of Local Self-Government

- Participates in Evaluation Committee for assessing the project proposal as regard of different Call for Proposal within IPA CBC with Albania; and with Kosovo, including
 - ✓ Evaluation of the quality of the concept notes for the above referenced Call for Proposals (Step 1 evaluation of concept notes) for passing on to the next stage of the evaluation, i.e. the evaluation of full applications (Step 2);
 - ✓ Evaluation of the quality of Full Application form for passing on the final stage of evaluation, i.e. the evaluation of the eligibility check (step 3)
- Coordinates the preparation of the Annual Plan for conducting on-site monitoring of projects and contracts that are implemented within IPA, and based on these, proposes revision of the annual plan;
- Coordinates the preparation of monthly progress reports for the implementation of IPA projects and contracts and submits;
- Provide relevant data as input in preparation by the CFCD / IPA Committee / TAIB Committee / Joint Committees for monitoring the IPA Cross-Border Programmes of the annual and final implementation report;
- Participate in regular monitoring meetings with CFCD, PAO / ROS, PAO, NIPAC and the EU Delegation, IPA Monitoring Committee / TAIB Committee / Joint Monitoring Committees for Cross-Border Co-operation Programmes and other bodies, and provides the necessary information on their realization;
- Coordinate, monitor and monitor whether the plan and / or the strategy for communication with internal and external stakeholders involved in the process of planning, preparation and implementation of IPA projects and contracts in a direct cooperation with direct the presiding officer;
- Perform a risk assessment and fill out a Risk Identification Form and report any irregularities in the implementation of IPA projects and contracts;

Public administration

December 2018 — January 2019

Assessor/ Evaluator

Evaluating the application grants under the project "Enhancing entrepreneurship & employability of youth in Kosovo" financed by Deutsche GIZ

Innovation Centre Kosovo

Nov 2016 – March 2017

Assessor/ Evaluator

Operating Structure within MLSG; Interreg V-B 'Balkan - Mediterranean 2014 - 2020' Cooperation Programme, Thessaloniki, Greece

- Member of the Joint Group Internal Assessors, performing the quality assessment of the Grant project proposals submitted under the 1st Call for Project Proposals of the Interreg V-B "Balkan-Mediterranean 2014 - 2020" Programme, eligible countries: Greece, Cyprus, Bulgaria, North Macedonia and Albania
 - ✓ Assessing the 3rd phase of the evaluation (Quality Assessment) of project proposals, this phase is the technical evaluation of the project proposals, during which the quality of the content and the quality of the implementation potential of the project proposals was checked.

June 2016 – August 2018

Adviser for implementing IPA

Ministry of Local Self-Government

- Prepare projects, technical specifications, estimate of the project budget, and other tender documents according to PRAG, in cooperation with the departments in the Ministry of Local Government and other bodies / institutions of central and local government who are beneficiaries of projects

- Prepare documentation for grant programs (public call for proposals for projects, guidelines of applicants of proposals, estimates of project budgets and other documents of the application package according to PRAG in cooperation with the departments in the Ministry of Local Government and other bodies / institutions central and local government who are beneficiaries of the projects;
- Present information in the process of preparing and updating the procurement plan through the Head of Department to SPO or IPA coordinator for submission to CFCD;
- Provide support from technical aspect to the Central Financing and Contracting Unit in the Ministry of Finance in the preparation and modification of tender documentation and in the process of concluding agreements with contractors selected through submission of required information and data and participates in the organization and implementation of information days and training sessions of applicants of project proposals under IPA regulation;
- Provide information to the SPO or IPA Coordinator, by the Department, the need for technical assistance to support the implementation of projects financed by IPA and prepare materials for working groups and bodies, to prepare information, analyzes and opinions and guidelines issues related to IPA;
- Preparation of materials for the working groups and bodies, preparation of information, analyzes and opinions on issues related to IPA.

Public administration

December 2013 – May 2016

Adviser for updating and maintaining IPA CBC web site and web portal

Ministry of Local Self-Government

- Maintain and update the website of the Ministry of Local Government as well as the web portals programs for cross-border cooperation;
- Update databases for operations in the domain of the Department for European Union as well as the Ministry of Local Government;
- Report on the conducted activities;
- Coordinator of the EU / IPA communication responsible for performing the following activities:
 - Define and implement a sectorial communication plan associated with overall communication strategy for IPA;
 - Helping users to comply with the rules for public promotion of EC, using common promotional tools;
 - Streamlining the communication activities to target groups of potential users;
 - Preparation of content for publishing on the internet for relevant components;
 - Annual report to the NIPAC on issues related to public promotion;
- Expert - preparation of technical specifications for public procurement carried out in the Ministry of Local Government related to information technology;
- In cooperation with the departments of the Ministry of Local Government and other bodies / institutions of central and local government who are beneficiaries of the projects, prepare project tasks, technical specifications and other tender documents;
- Contact the IPA CBC Programme with Albania 2007 - 2013, performing all activities related to the implementation of this program;
- Collecting, preparing data, processing the documentation for the current needs of the Department of European Union;
- Etc.

Public administration

September 2011 – September
2017

Teaching Assistant

State University of Tetova, Tetovo

- Hold lectures, facilitate a discussion section or tutorial; hold weekly office hours; grade homework, programming assignments, exams, or projects; keep records; distribute and copy reading materials; prepare answer keys or supplementary notes etc.

Higher Education

April 2010 – September 2013

IT services and maintenance

Law firm – Fidani, Gostivar

- Installing and configuring computer systems,
- Diagnosing hardware or software faults
- Solving technical and applications problems
- Assist in training staff

Information systems and technology

July 2011 – December 2013

IT services and maintenance – Web administrator

Les Kommerce, Tetovo

- Evaluate and recommend new technologies for service delivery and improvement.
- Design, develop, program, install, implement, and maintain internal data processing computer systems and utilities
- Assist in training staff
- Administering company's website

Information systems and technology

September 2006 – June 2007

Senator of the second year students at Faculty of Computer Science and Technology

Students Union of the South East European University, Tetovo

- Represent the interests of Computer science department students at senate meetings, and keep the students informed of important activities.

Higher Education

EDUCATION AND TRAINING

October 2012 - Present

PhD in Informatics

Ss. Cyril and Methodius University, Skopje

September 2008 – January 2011

Master of Science in Information Systems

Linnaeus University, Vaxjo, Sweden

- Degree project: *“Investigating the users’ behavioral intention toward using 3G mobile value added services in Macedonia”*

September 2006- July 2008

IT certificate in MIS (Management of Information Systems)

South East European University, Tetovo

- IT management and strategy
- IS Project Management
- Marketing and Operations Management for Managers
- Accounting and Finance for Managers

September 2004- July 2008

Bachelor in Computer Science and Technology

South East European University, Tetovo

- Degree project: *“Online Testing: Quiz Module as an integrative part of a new Learning Content Management System”*

PERSONAL SKILLS

Mother tongue(s)	Albanian				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1- Proficient user	C1- Proficient user	C1- Proficient user	C1- Proficient user	C1- Proficient user
Macedonian	C2- Proficient user	C2- Proficient user	C2- Proficient user	C2- Proficient user	C2- Proficient user
Turkish	B1 – independent user	B2 – independent user	A2 – Basic user	A2 – Basic user	A2 – Basic user

Organizational skills and competences: Highly motivated, quick learner, enjoying brainstorming on innovative ideas, good communication skills, open-minded, and a team worker.

Professional skills and abilities

- Systems/ Application Integrator, Systems/Process/Application Analyst, Systems administrator,
- IS planner / operator, Business / business continuity analyst, Database Manager / Analyst / Developer,
- Network Manager / Administrator / Technician, PC Specialist / technician / customer support,
- Describe and analyse organizations and their need for development with regards to information systems.
- Specify the information needs of the organization, design and evaluate system solutions.
- Demonstrate a holistic perspective relating to the development and utilization of technology in organizations and consequences of that utilization.

Computer skills

- Network Administration and Troubleshooting:
 - IP address sub netting techniques.
 - Dealing with networking media (copper, fiber, wireless).
 - Planning, designing and installing workgroup and peer-to-peer Local Area Network.
 - Performing switch configurations
- Multimedia:
 - Graphic designing
 - Animations & Video \
- Developing:
 - PHP, CMS (Joomla, Wordpress, Drupal)
 - HTML, XHTML&CSS
 - MySQL & MSSQL

Driving licence

- B since 2003

ADDITIONAL INFORMATION

Scientific papers

- Fidani A., Musaelyan, I. "Moral Challenges of an IS developer", Vaxjo University, 2009, Vaxjo
- Fidani A., Motevassel R., Musaelyan I., Sarajlic – Basic E., "Evaluation of an e-commerce website from User-centered design perspective", Vaxjo University, 2009, Vaxjo
- Musaelyan, I., Fidani A., Yakub N., Iqbal A."IBM's knowledge management strategy", Vaxjo University, 2009, Vaxjo
- Fidani A., Golshan B., Du D., Sarajlic-Basic E., "Toyota's IT strategy: Strategic point of view", Vaxjo University, 2010, Vaxjo
- Fidani A., "Applying SSM to analyze the patients' flaw in the health care chain", Linnaeus University, 2010, Vaxjo
- Fidani, A. Investigating users' behavioral intention toward using 3G mobile value-added services in Macedonia, ICT Innovations Conference, 2012. Ohrid
- Fidani, A. and F. Idrizi. Investigating students' acceptance of a Learning Management System in university education: A SEM approach, ICT Innovations Conference, 2012, Ohrid

Conferences, Seminars,

- Programming and strategic planning - IPA programmes, 4 March 2014, Skopje

workshops and trainings attended

- Workshop on Computer Emergency Response Teams (CERTs) and Personal Data Protection Dates: 24-25 April 2014, Skopje
- Summer Seminar for Young Public Policy Professionals from Southeastern Europe and the Black Sea Region, 1-6 June 2014 Albena, Bulgaria
- Project assessment and evaluation: principles and methods, 17 June 2014, Skopje
- Project Cycle Management, 10-12 December 2014, Skopje
- Project Management Camp, 17-20 November 2015, Lisbon, Portugal
- Indicator and data collection, 2-3 March 2017, Florence, Italy
- Seminar on Economic Policies for Macedonia, 5-18 September 2017, Shanghai, the People's Republic of China
- Public Relations Skills training, 6-7 November 2017, Skopje
- Interreg finance management camp, 20-23 March 2018, Sofia, Bulgaria
- Training on programme, project and procurement management, 21-22 May 2018, Skopje

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- Original and/or copies of the references, Diploma, Certificates available upon request.